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UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

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Write the full name of each plaintiff or petitioner.

-against-

No. \_\_\_\_20\_CV\_\_\_\_3873\_\_\_\_

**MOTION FOR PERMISSION FOR  
ELECTRONIC CASE FILING**

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Write the full name of each defendant or respondent.

I respectfully ask the Court for permission to participate in electronic case filing ("e-filing") in this case. I affirm under penalty of perjury that:

1. I have reviewed the Court's Electronic Case Filing Rules & Instructions, available at [http://nysd.uscourts.gov/ecf\\_filing.php](http://nysd.uscourts.gov/ecf_filing.php), and agree to abide by them.
2. I completed the Court's CM/ECF introduction course<sup>1</sup> on \_\_\_\_\_.
3. I have submitted a Non-Attorney E-File Registration for the PACER system at [https://www.pacer.gov/reg\\_nonatty.html](https://www.pacer.gov/reg_nonatty.html).
4. I understand that once I register for e-filing, I will receive notices and documents only by e-mail in this case and not by regular mail.
5. I understand that if I am granted permission to participate in e-filing, I must file my documents electronically and I may not submit documents to the Pro Se Intake Unit for scanning and docketing.
6. I know how to convert a document to PDF-A format.
7. I have regular access to the technical requirements necessary to e-file successfully:

☐ a computer with internet access and a word processor

type of computer I will be using: \_\_\_\_\_

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<sup>1</sup> You may register for the course on the Court's website: [http://nysd.uscourts.gov/ecf\\_training.php](http://nysd.uscourts.gov/ecf_training.php).

type of word processor I will be using: \_\_\_\_\_

- ☐ an e-mail account (on a daily basis) to receive notifications from the Court and notices from the e-filing system
- ☐ a scanner to convert documents that are only in paper format into electronic files

scanning equipment I will be using: \_\_\_\_\_

- ☐ a PDF reader and a PDF writer to convert word-processing documents into PDF format, the only electronic format in which documents can be e-filed

version of PDF reader and writer that I will be using:

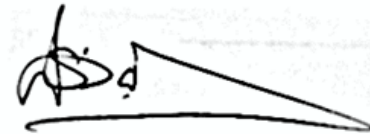
\_\_\_\_\_

- ☐ a printer or copier to create required paper copies such as chambers copies.

8. I understand that I must regularly review the docket sheet of the case so that I do not miss a filing.
9. I understand that if my use of the ECF system is unsatisfactory, my e-filing privileges may be revoked, and I will be required to file documents in paper.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature



\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address